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FY2014 Individual Artist Program

For **Performing Arts** in Dance, Literature, Music, Theatre, and Access (including Folk Arts) only.



Deadlines:

Application Due

4:30 p.m. (EST) Thursday,
February 7th, 2013

Grant Period:

July 1st, 2013 – June 30th, 2014

Final Grant Report Due

4:30 p.m. (EST) Tuesday,
July 1st, 2014

The Individual Artist Program application must be completed in the [IAC's online grant system](#). Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



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The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.

The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

About the IAP program

The Individual Artist Program (IAP) supports individual artists and specific project-related costs that will have a positive impact on the artist's career. This program is **NOT** designed for community projects. Applicants should develop a proposal that will enhance their individual artistic growth and career development. While some form of public benefit is expected, it should not be the driving force behind this project. (See criteria, page 3)

The FY2014 program offers support for performing arts projects that will occur between July 1st, 2013 and June 30th, 2014. Using the [IAC's online grant system](#), applicants may request up to \$2,000 by the deadline: **February 7th, 2013**.

Funding currently available in **FY2014** for the following performing arts disciplines ONLY:

- **Music**
- **Literature**
- **Dance**
- **Theatre**
- **Folk Arts** – Projects in one of the disciplines above, related to traditional expressive culture of a community or group. It is not defined as a "type" of art (ie., quilts, baskets, fiddle music), or a "style" (i.e., primitive, naive, outsider); folk art focuses on the fact that the art form is embedded in the lives of people in specific communities. It is traditional in that the skills, aesthetics, and values are learned informally from others in the community
- **Access** – Artists with a disability applying in one of the categories above.

Who Can Apply?

Any individual artist 18 years or older, and...

- Lived in Indiana for one year immediately preceding the date of application;
- Must be and remain an Indiana resident during the grant period;
- **NOT** Enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 7th, 2013;
- **NOT** an IAP recipient for the current year; AND
- **NOT** applying as part of a collaboration for which another artist is also applying in the same fiscal year.

Grant Amount

Individuals may request up to \$2,000

Grant Period

July 1, 2013 – June 30, 2014

Match Requirement

There is no match requirement for this program.

Application Criteria

The following criteria will be used in assessment of each application ([sample score sheet](#)):

- **35 points - Impact of the proposal on the artist's growth and career development**
- **30 points - Feasibility of project completion**
- **25 points - Quality of artist's work**
- **10 points - Evidence of Public Benefit**

Allowable project expenses include, but are not limited to:

- Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
- Documentation or marketing of work;
- Travel essential for artistic research or to present or complete work; or
- Advanced workshops that further career development

Application Deadline

The deadline for completed applications is **Thursday, February 7th, 2013**. ONLY online applications will be accepted.

Access Applicants

Artists with disabilities may apply in any eligible performing arts discipline. Applicants will be paneled with other access applications and will compete for the same funding source.

The Americans with Disabilities Act defines a person with a disability as one whom:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such impairment; or
- Is regarded as having such impairment.

(See <http://www.ada.gov/pcatoolkit/chap1toolkit.htm> for more information).

There is an additional access question on the application that must be completed. If this question is not completed, the application will be paneled in the corresponding IAP discipline for the project if the rest of the application is deemed eligible and complete.

IMPORTANT Access Information: If you are currently receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) applicants are **strongly encouraged** to contact Indiana Works (1-800-206-6610) prior to submitting the application for guidance on the possible effects of a grant award on benefits.

Conditions and Requirements

Prior to application, it is essential to **understand** ALL of the following requirements. You must be able and willing to fulfill every requirement listed to receive a grant for your application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.

Technology requirements and restrictions

- Must provide current email address;
- Must create and/or update contact information in the IAC's [online grants system](#);
- IAC staff cannot provide advanced technical assistance for personal computer or software-related problems.

Financial/Official form requirements: Grant recipients are required to complete a grant agreement as well as additional paperwork associated with state and federal grant processes/requirements. Forms required by all grantees include the Vendor Form, letters to legislators, and the E-1 Entity Annual Report Form. Organizations (or individuals accepting grants under a business tax identification) may also be required to register in E-Verify and/or update their Business Entity Report with the Secretary of the State. More information on these requirements is listed at <http://www.in.gov/arts/2387.htm>. Contact the IAC if you have additional questions.

Two public official letters

Direct communication with local/state leaders help raise awareness of the activities funded in their communities. Grantees are required to write at least two different letters to public officials. (1) one to [local, state legislators](#) and (1) one to the Governor to thank them for making these funds available. **The first letter** should include activities proposed and be mailed at the start of the grant period. A copy must be included with the signed grant agreement. **The second letter** should not be a duplicate of the first, but should include completed activities, and be sent at the end of the granting period with a copy uploaded in the Final Report. See more information [here](#).

Acknowledgement and credit of public funding: [Requirements](#) are documented on the IAC website for credit on any and all printed documents related to the funded project

Payment and Activity Timeline

Please be advised that due to time required for state payment processing and reporting, **it could take more than three months from the time the correctly completed forms are submitted until the grantee receives the first payment.** Applicants may need to consider how this may impact all activities proposed and plan for reimbursable expenses if necessary. Applicants will be responsible for carrying out activities included in their timeline regardless of funding status.

Project Changes

During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT/GRANT, grantees must notify the appropriate program manager at the IAC of any changes that may affect the funded project. A [Project Modification Form](#) would be necessary if the change would include budget variance of 10% or any changes from your original proposal regarding personnel, project/grant dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. *Grantees may be required to return grant money to the IAC if this procedure is not followed.*

Final report

All grantees must submit a completed Final Report and copies of the second letter sent to the legislators by **Tuesday, July 1st, 2014**. The Final Report is accessible through the [IAC online grants system](#).

Monitoring/records retention and tax responsibilities

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

Public manifestation, fair labor, drug free, and civil rights

The electronically-signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws

How to Complete and Submit an Application

How to apply:

- Open your Internet browser and navigate to www.in.gov/arts
 - Click “Access Online Applications & Reports”
 - Click the link to access the IAC’s online grant system.
 - If this is the first time for an application to the IAC, an online profile will need to be completed. If not, then you will enter in your username and password and proceed to the application.
 - Once you have logged in, click on the “Current Programs & Applications link and scroll down until you find the appropriate program and year.
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. **DO NOT** copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos.
- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications will NOT be accepted.
- Upload all documentation noted in the requirements.

ARTISTIC DOCUMENTATION requirements and restrictions:

All applicants are required to submit specific artistic sample documentation that is relevant to the discipline chosen and provides the best example of the **QUALITY** of your work. **Samples that do not meet the following criteria will not be eligible for consideration:**

Work selected must:

- Be created by the applicant;
- Be recent and produced *after* February 7th, 2010 (no more than 3 years old);
- **NOT** be used by the applicant to directly lobby their case to the panel.
- Be uploaded and attached to the application correctly.

Applicants must submit **ONE of the following:**

- one (1) to five (5) still images of completed, individual work (JPEG, RGB, 1920 x 1920 pixels, 72 dpi), **OR**
- one (1) to five (5) written pages (PDF, DOC (Word 97-2003 only)), **OR**
- one (1) music file (WMA or MP3 format and under 4MB), 5 minutes or less, **OR**
- one (1) video file (DVD or YouTube only), 5 minutes or less.

Panelists will only be required to review the first 3 minutes of any documentation provided, but may choose to review up to 5 minutes.

Images, Documents, and Music files must be uploaded to the application in the space provided; Video must be provided in the form of a DVD* or uploaded to YouTube and a direct link provided in the application.

***If mailing in a DVD video:**

Mail or hand deliver video DVDs to the IAC office no later than 4:30 PM (EST) on **Friday, February 8th, 2013**. The DVD must contain the artist's name, application number, address, and a contact phone number to be eligible. **The panelists will view the DVD segment from the beginning only.**

If utilizing YouTube:

Attach the link in the space provided. Applicant assumes full responsibility. The IAC cannot be responsible for technical problems on 3rd party sites.

Cassettes, Slides, CDs, and VHS WILL NOT BE ACCEPTED

Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.

Only submit the electronic copy, a “physical” copy is no longer required or accepted. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links

Draft Reviews

As a courtesy to first time applicants, the IAC will review completed applications and offer general feedback. After submitting all required materials online, applicants may submit their application for a draft review. All requests must be received by the IAC no later than **Monday, January 21st, 2013**. Please be advised that reviews will be given on a first come, first serve basis and priority will be given to first time applicants.

Application Review Process

After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found (such as ineligible uploads), they may be removed from your submission prior to moving forward to the panel or your application may be ineligible for review.

The applications will be reviewed by a panel of professional peers gathered from around the state who will assist the IAC in its evaluation of grant applications. The panel meeting time and location will be posted on the [IAC website](#). The meeting will be open to the public for observation and may be recorded. **Applicants are invited and are encouraged to attend in person to hear feedback, as the quality of the recorded session is not guaranteed.** Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during, or after the panel meeting.

Panelists will be responsible for thoroughly reviewing each application and supportive material prior to the panel meeting. Panel meetings will allow for subsequent discussion of the information reviewed and submission of scores.

Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific grant recommendations.

The IAC will review and ratify the FY2014 IAP recommendations at its June 2013 business meeting. Commission meetings are open to the public for observation and may be recorded.

Appeal Process

The appeal process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [Click here for more information](#).

What Happens after a Grant is Awarded?

All applicants will be notified by email of grant decisions after the Commission meets in July and approves the grants. If funded, the organization/individual will receive copies of the award letter, grant agreement, and instructions for completing other pertinent materials. All requirements associated with accepting the grant award must be completed and all paperwork must be returned to the Indiana Arts Commission **no later than September 30**. Failure to meet this deadline will result in the loss of the grant award. For more information about required forms, please visit our [website](#).

Payments:

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. Funds will be transferred to the grantee's bank account after the grant agreement and aforementioned documents have been approved by all three state agencies. The second and final grant payment will be for 25% of the total award. Funds will be transferred to the grantee's bank account after the final grant report and remaining legislator letters have been submitted and approved. You will be notified by the State Auditor's office when payment is made.

Due to the approval process and oversight in place by various agencies in state government, payment may be delayed. **It generally takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment. BE PREPARED TO WAIT LONGER IN SOME CASES.** Due to this delay, grantees are **STRONGLY** encouraged to consider the possible deposit delay in their timeline. Grantees should plan to reimburse themselves for any expenses incurred before deposit is received.

If the grantee fails to comply with the contract, reporting, logo, the letter to elected officials requirement, or makes unauthorized changes to the approved project, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

Need Additional Help?

Application Development, Project Changes and General Program Questions:

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